

**City of Alexandria Circuit Court  
Civil Case Cover Sheet**

<b>PLAINTIFF LAST NAME</b>	<b>FIRST NAME</b>
<b>DEFENDANT LAST NAME</b>	<b>FIRST NAME</b>

(SHOW ONLY FIRST PLAINTIFF AND FIRST DEFENDANT)

**PLAINTIFF ATTORNEY:** \_\_\_\_\_

Firm: \_\_\_\_\_  
                     \*\*\*\*ADDRESS and PHONE NUMBERS REQUIRED FOR ALL FILERS\*\*\*\*

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number

Attorney Bar Number

**P  
R  
O  
C  
E  
S  
S**

- ☐ Serve by Sheriff ( Sheriff fee included with filing fee)
- ☐ Private Service. When ready, please call \_\_\_\_\_
- ☐ Clerk to prepare Acceptance Before Notary When ready, please call \_\_\_\_\_
- ☐ Acceptance and/or Waiver of Process Filed (attorney prepares)
- ☐ Acceptance and/or Waiver of Process to be Filed later (attorney prepares)
- ☐ Statutory Agent. Separate fee, necessary affidavits and extra copies of process included.
- ☐ Accept and Waive Before Clerk (\$10.00 Fee)
- ☐ Order of Publication. Separate fee for Newspaper included.
- ☐ Do Not Issue Summons At This Time
- ☐ Other \_\_\_\_\_

\_\_\_\_\_

---

**CLERK'S USE:**

Case Number: \_\_\_\_\_

Is this a divorce or annulment ☐ yes ☐ no

Are they seeking monetary damages in the case? ☐ Yes ☐ No

Amount of damages sought:                      \$ \_\_\_\_\_

Amount Filing Fee Paid:                              \$ \_\_\_\_\_

Number of Sheriff Services Paid: \_\_\_\_\_

☐ Name change requested - Fee paid \_\_\_\_\_

☐ Fee for Newspaper for Order of Publication

☐ Check(s) for Statutory Agents

☐ Order & Affidavit to Waive Filing Fees

☐ VS-4 Form included                      ☐ VS-21 Form included

☐ Notice or Praecipe to Schedule- Date To Schedule: \_\_\_\_\_